



**ASSISTANT LIBRARY DIRECTOR
WILMINGTON MEMORIAL LIBRARY**

Unit: Non-Union

Status: Exempt

Reporting To: Library Director

Base Wages: MS-8, \$62,435 to \$79,002/ annually

Location: Wilmington Memorial Library

Hours: 35 hours per week, every third Saturday shift rotation required with evening shifts as needed.

Application Deadline: Open Until Filled

Definition: Professional position responsible for assisting in the management and operation of the public library. Related work as required.

Essential Functions: Working under the general direction of the Library Director and under policies established by the Board of Library Trustees:

- Oversees the daily operations of the library and is responsible for insuring standards of excellence in all areas.
- Directly supervises technology, technical services, circulation, and adult services staff.
- Assumes the duties of the Library Director in his/her absence.
- Monitors and evaluates the efficiency and effectiveness of library services and procedures; identifies opportunities for improvement and directs the implementation of changes.
- Develops staff work schedules and approves time off insuring adequate library coverage and compliance with the personnel policies in accordance with the bargaining unit contractual agreement.
- Responsible for developing and scheduling in-house staff training; identifies other training opportunities and schedules staff as needed.
- Meets with employees to address any performance issues.
- Investigates new library products and services; recommends purchase and oversees implementation.
- Works with the Adult Services Librarian in planning and implementing programs for adults.
- Assists Library Director in the planning, implementation and delivery of library services that reflect the vision, mission, and values of the library.
- Assists the Library Director in studying and assessing current and future community needs and trends and identifies the role of the library in meeting these needs.
- Assists the Library Director in developing library policies that reflect the library's mission and best practices.
- Assists the Library Director in developing and managing annual operating budget; estimates funds needed for equipment and supplies.
- Seeks alternative funding sources to supplement operating budget.
- Assists the Library Director in developing strategic plans and annual action plans; meets with senior staff to review progress of action items.
- Assists Library Director in personnel selection process.
- Assists Library Director in responding to and resolving sensitive inquiries and complaints both internal and external.
- Attends regional meetings of Assistant Directors and Merrimack Valley Library Consortium user group meetings.
- Stays abreast of contemporary issues, technology, and trends in the library profession by attending workshops, professional meetings and conferences and reading relevant literature.
- Fills in for service desk coverage as needed and empties outside book return on long weekends.
- Performs other similar tasks or related works as assigned by the Library Director

Minimum Qualifications

- Master's Degree in Library Science and a minimum of five years of professional library experience or any equivalent combination of education and experience.
- Knowledge of leadership and management principles.
- Ability to research, analyze and evaluate new service delivery methods and products.
- Strong technology skills and a vision of the role of libraries in the 21st century.
- Ability to supervise staff and effectively delegate.
- Ability to set priorities, complete projects independently, and meet deadlines.
- Ability to foster innovation and problem solving.
- Ability to exercise initiative and use good judgment.
- Ability to collaborate and work as a member of a team.
- Excellent interpersonal, communication and public relations skills.
- Strong commitment to excellent customer service.

Job Environment

Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels. Noise levels may be elevated during busy periods and/or during programs that may be scheduled in the building. Requires driving to other communities for meetings and workshops.

Physical Requirements

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use of hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 50 pounds and push a cart which at full load may be up to 300 pounds. This position requires the ability to operate a keyboard, computer mouse, telephone, fax, copier, writing tools, scissors, and other standard office equipment.

EOE

To Apply:

Submit resume, cover letter and completed application to:

Town Manager's Office
Attn: Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Assistant Library Director" in the subject line. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.